



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909
phone: (517) 373-7171 fax: (517) 373-7615 Web site: courts.mi.gov/mji

TO: Juvenile Probation Officers and Caseworkers

FROM: Peter Stathakis, Program Manager

SUBJECT: Juvenile Probation Officer/Caseworker Certification Examination
Pursuant to Administrative Orders 1985-5 & 1988-3

DATE: April 27, 2006

Michigan Supreme Court Administrative Orders 1985-5 & 1988-3 require a Juvenile [Court] Probation Officer/Caseworker to complete the Michigan Judicial Institute (MJI) Certification Training within two years of employment.

The certification process is a two-phased process: Phase I consists of participation in, or waiver of, the MJI "Basic Counseling" seminar. Phase II consists of a self-instructional manual and satisfactory completion of the Certification Examination.

The Manual

The self-instructional manual was revised in March, 2006. If you have a pre-2006 manual, you should request the new manual for your review and your use during the examination.

If you have not already received the revised "Juvenile Probation Officer/Caseworker Self-Instructional Manual", please indicate that on the attached registration form and we will send you a hard copy of the manual.

The Examination

There are two examination dates set for 2006: August 4, 2006, 9:00 a.m. to 12:00 Noon at the Michigan Hall of Justice, Lansing; OR August 10, 2006, 9:00 a.m. to 12:00 Noon at the Region IV State Court Administrative Office, Gaylord. You may pre-register for either examination by completing the attached form. Travel to and from the examination site as well as any other expenses, are the responsibility of the participant or his/her funding unit.

The examination will be "open-book". You may utilize your manual to assist you in answering questions. However, you will need to be familiar with the contents of the manual to find the correct information during the examination. The examination contains approximately 220 questions and we allow no more than three (3) hours for completion. The format for the examination is primarily "true-false", "multiple choice" and "fill-in-the-blank". There may be some short essay questions as well. There are no grades. It is pass/fail. The Certification Standing Committee has recommended, and MJI has adopted, an 85% pass rate. This is based upon a cumulative score of the entire test.

If you need a manual, or know of other Probation Officers and/or Caseworkers who need to complete the Certification process, please have them contact me at the above address, by telephone at (517) 373-7607 or by e-mail at stathakisp@courts.mi.gov.

Enclosure

**Michigan Judicial Institute
Registration Form
Juvenile Law Certification (AO 1985-5 & 1988-3)
Examination**

Name: _____

Title: _____

Court: _____

Court Address: _____

Telephone No. _____

E-Mail: _____

- ☐ I have completed (or received a waiver of) the Basic Counseling & Interviewing Seminar

I am registering for the Examination on (choose only one date):

- ☐ Friday, August 4, 2006, 9:00 am to 12:00 Noon (Lansing)

OR

- ☐ Thursday, August 10, 2006, 9:00 am to 12:00 Noon (Gaylord)

- ☐ I need a Self-Instructional Manual

If you need accommodation due to a disability, please indicate below:

Required Signatures: ↓

Applicant

Date

Chief Judge or Court Administrator

Date

Please mail or fax registration form to:

**Ms. Anne DeMarco
Michigan Judicial Institute
P.O. Box 30205
Lansing, MI 48909
(517) 373-7615**

Registration Deadline(s): July 21, 2006
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